

GUIDELINES  
INTER-DISTRICT OPEN ENROLLMENT

The Southeastern Board of Education believes that students may, under certain prescribed circumstances, benefit from an inter-district open enrollment policy. Therefore, the following guidelines have been established for non-resident transfer students, based upon criteria established by the school's administrative guidelines consistent with ORC 3313.98 and 3313.981.

APPLICATION PROCESS:

1. An application from a non-resident student for an inter-district transfer must be submitted to the Southeastern Schools Superintendent's office after April 1 each year. Applications will be acted upon based on the procedures listed below, and notification of applicant's parents and resident district superintendent will be made within five (5) days of action being taken on the application. Parents will have ten (10) days in which to accept and must notify the Southeastern Local School District of their intent for their child to enroll in Southeastern Schools under Inter-district Open Enrollment. Failure to notify the Southeastern Schools within the ten (10) day period of time will result in this offer being withdrawn, thus allowing for other students to be considered for an available opening.
2. A separate application must be submitted for each student who requests an inter-district transfer.
3. Applications must be re-submitted annually for any previous inter-district transfer student for the succeeding school year. All approvals are on an annual basis and must be re-approved in accordance with the Inter-district Open Enrollment Guidelines in effect for the succeeding school year.

APPLICATION APPROVAL GUIDELINES:

1. Applications of non-resident student will be considered providing grades K-8, building, and program class size balances can be maintained. At the elementary level, building capacity will be determined by the number of available teachers and classroom spaces. The building capacity aspect of the guidelines will be reviewed annually and appropriate changes will be made if necessary. The district will continue to strive for the lowest student/teacher ratios possible at all levels, and in no case will such ratios exceed those established by the Ohio Department of Education.

At the senior high level, acceptance will be determined by the availability of student stations on a course-by-course basis. Therefore, the parent and student must complete a tentative registration with the guidance personnel at those buildings to enable school officials to determine the availability of space prior to acceptance of the student.

2. No student, once accepted by the Southeastern Local School District, will be displaced within the current school year.
3. Enrollment in a Special Education program may dictate which building a student must attend as the particular program may not be available in all buildings. The Southeastern Local School District shall not be required to institute any special education program solely for the purpose of serving open enrollment students. Acceptance of special education students under open enrollment shall also be governed by program capacity limits established by the Ohio Department of Education.
4. Application shall be considered on a first-come, first-served (date of receipt) basis with an assurance that the following order for placement will be followed:
  - a. Native students will not be displaced.
  - b. Previously enrolled tuition student.
  - c. Students previously enrolled through open enrollment.
  - d. Sibling(s) of prior year open enrollment student(s)
  - e. Former Southeastern resident student
  - f. New applicants requesting transfer

5. Non-district students' applications shall be revoked in reverse order of acceptance (last in-first out), if enrollment, at any time, of a new home-school student or an application from a non home-school student prior to the start of the school year, brings the enrollment of District students to optimum size. However, adjacent-district students who have begun the program shall be allowed to complete the semester or the school year.
6. Applicants may be rejected if the racial balance of either the resident district or Southeastern School District would be negatively impacted.
7. Students with discipline problems may be rejected for Inter-District transfer only if they have been suspended or expelled by the resident district for ten (10) days or more during the semester of application or the preceding semester.
8. There shall be no requirements of applicants regarding academic ability, athletic, artistic, or other extracurricular skill, or any requirement that applicants be proficient in the English language.
9. Each principal shall notify the superintendent by May 15 of the programs and classrooms which have space available for adjacent-district students and for tuition students.
10. Projected enrollment of home-school students and tuition students are to be determined by the principal no later than May 15.
11. The parents of the non-district student, as well as the superintendent of his/her home school, will be notified of their acceptance by the superintendent.
12. The District will not accept weighted grades from another district.
13. The District shall not discriminate against any disabled students (IDEA or 504). The District shall not be required to provide any services or adapt any facilities not already provided disabled, resident native students. If a non-district student becomes disabled under Section 504 or the staff finds out that an adjacent-district student is in need of services in accordance with an I.E.P, it will provide appropriate services. The student, however, must agree to attend the District school at which the needed services are currently available. If any services must be obtained elsewhere, the superintendent shall notify the resident district to determine if it wants to arrange for the services or have the District arrange for them at the resident district's expense.

#### MISCELLANEOUS:

1. WAITING LIST - students whose applications are initially denied due to space limitations will have their application placed on a waiting list. Such applications shall have priority over any Inter-district Open Enrollment applications which might be filed. Applications from this waiting list will also be processed in line with the first-come, first-served basis and priorities indicated above.
2. TRANSPORTATION - Southeastern Local School District will provide transportation to open enrollment students only within the same manner and routes under which it transports its native students. The transfer student's family must provide for the transportation of the transfer student to an **approved bus stop** within the attendance area of the school the student would be attending. Additionally, the transfer student's family shall be responsible for the monitoring of that student's safety & well-being while waiting for the bus to arrive in the morning, and after being dropped-off from the bus in the afternoon.
3. ATHLETIC ELIGIBILITY - OHSAA Athletic eligibility guidelines will be in effect for a student in grades 7-12. Any enrolled, non-district students who are eligible to participate in inter-scholastic athletics must comply with the Ohio High School Athletic Association guidelines. Students and parents are urged to become aware of and consider these athletic guidelines before making application for Inter-district Open Enrollment.

**Bylaw 4-7-1** - A transfer student is one who is enrolled in and attending a members school outside the district of residence of the parent or legal guardian.

**Bylaw 4-7-2** – The transfer bylaw applies to all students enrolled in grades 7-12. It applies to all members schools, both public and non-public.

**Bylaw 4-7-3** – If a student transfers after the first day of the student’s ninth grade year from a non-public to a public school, from a public to a non-public, from a public to a public school or from a non-public to a non-public school, the students will be ineligible for one year from the date of enrollment.

EXCEPTION 1 – If the parents or legal guardian change residence from one public school district to another public school district, the student may enroll in either the public school within the boundaries of that public school district that includes the residence of the parents or legal guardian or any non-public school, and be immediately eligible insofar as transfer is concerned.

EXCEPTION 2 – A student who has completed the eighth grade and whose parents or legal guardian reside in the state of Ohio may enroll in any high school and be eligible.

EXCEPTION 3 – The school closes.

EXCEPTION 4 - A student may enroll in a school outside the district of residence of the parent and be eligible provided the superintendents of both districts enter into a written agreement that consents to the attendance and specifies that the purpose of such attendance is to protect the student’s physical or mental well-being. Only one such exemption shall be permitted in any four school years. The student shall not be eligible until declared eligible by the Commissioner upon submission of the exemption form.

EXCEPTION 5 – A student transferred to the State School for the Blind or State School for the Deaf shall be eligible upon enrollment.

**Bylaw 4-7-4** - The superintendent or person delegated by the superintendent of either a non-public or public school system may transfer students within the system without jeopardizing their eligibility. Such transfers are eligible only after approval by the Commissioner.

**Bylaw 4-7-5** – Whenever a new high school has been established in a school district in which the student’s parents reside, all students whose parents reside in that school district, and who enroll in the new high school, are eligible for interscholastic athletics insofar as the transfer bylaw is concerned. This applies to students from both public and non-public schools whose parents reside in the new school district defined by the local Board of Education. This rule applies only at the beginning of the school year when the new school first opens. After the first year of operation, the eligibility of any future transfers from one school to another will be determined in accordance with applicable paragraphs of this section.

**Bylaw 4-7-6** - In order for a transfer student to be eligible for OHSAA tournament competition at a school, the student’s name must be listed on the eligibility certificate submitted at the first tournament level in the sport.

4. STUDENT RECORDS - Students who have applied for or have been accepted in the Inter-district Open Enrollment program will have records that include the application, evidence of parental knowledge of the program’s policies and guidelines, and evidence of notification of parents included in the student’s file. Upon approval of a student’s application, all school records for that student are to be forwarded to the school of attendance.

Adopted by the Southeastern Local  
Board of Education  
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